



TRAVEL UPDATE

M A Y 2 0 0 8

A Utah Department of Administrative Services, Division of Finance quarterly communication service

www.finance.utah.gov



Rate Changes for FY 2009

GOOD NEWS! The meal and lodging per diem rates are going up. The new rates will be effective July 1, 2008 subject to clearing the Administrative Rules process. The breakfast per diem rate will increase from \$8.00 to \$9.00 for in-state travel and group gatherings. The lunch per diem for out-of-state travel will increase from \$13.00 to \$14.00 and dinner per diem will increase from \$20.00 to \$21.00. The daily total for premium cities will raise from \$57.00 to \$59.00 a day.

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New Hotel Room Rates* Effective July 1, 2008	
Altamont	\$70.00 plus tax
Boulder	\$70.00 plus tax
Bryce	\$70.00 plus tax
Green River	\$70.00 plus tax
Kanab	\$75.00 plus tax
Layton	\$70.00 plus tax
Logan	\$75.00 plus tax
Mexican Hat	\$70.00 plus tax
Moab	\$80.00 plus tax
Ogden	\$70.00 plus tax
Panguitch	\$70.00 plus tax
Park City	\$90.00 plus tax
Heber City/Midway	\$90.00 plus tax
Price	\$70.00 plus tax
Provo/Orem/Springville/Lehi	\$75.00 plus tax
Metropolitan Salt Lake City (Draper to Centerville), Tooele	\$90.00 plus tax
St. George/ Washington/Springdale	\$70.00 plus tax
Vernal/Roosevelt	\$90.00 plus tax
All Other Utah Cities	\$65.00 plus tax

* Maximum allowable rates. See our website for hotels that accept these rates.
Call the Travel Office if rooms are not available within the maximum rates.

GOOD NEWS ON THE ROAD! The reimbursements related to private vehicle usage and related mileage reimbursement rates will also change effective July 1, 2008 pending the Administrative Rules process. The personal vehicle mileage rate will increase to 50.5¢ per mile when a state vehicle is not available. The mileage rate when a state car is available is not changing. The mileage rate for personal motorcycle use will increase from 16¢ to 20¢ per mile and the rate for private airplane use will increase from 50¢ to 75¢ per mile.

Photo of Goblin Valley courtesy Utah Office of Tourism (Tom Till)

Policies and Procedures Announcements and Information

by Tami Nelson

This section will now be found on page two of every Travel Update Newsletter. Here you will find information on any policy changes as well as information on policies that still raise a lot of questions.



Q.

When is a driving versus flying comparison required from the State Travel Office?

A.

Anytime you are driving a personal vehicle instead of flying commercially, a comparison is required. You may obtain the comparison figures from Kevin Lucas at klucus@utah.gov or 801-538-3357 or Tami Nelson at taminelson@utah.gov or 801-538-3109.

Q.

When I am traveling, what tips are reimbursable?

A.

The per diem amount allotted for each meal must also cover both tip and tax. Additionally, tips for bellmen or maidservice are not reimbursable; however, a tip of \$1 to \$2 per bag may be reimbursed when tipping an airline skycap or taxi/shuttle driver. Other tips are reimbursed at the department director's discretion.

New Airline Fee Information



Most airlines are now charging a \$2 to \$3 fee to check in bags at curbside. Beginning May 5, most airlines are also charging a \$25 fee for a second checked bag. Only the first bag is free of charge. These rates are subject to change at any time so it is always a good idea to call the airline directly 24 hours prior to your flight to double check their particular rules.

Baggage fees are reimbursable as a miscellaneous expense. Reimbursement requests for fees of \$20 or more must be accompanied by an original receipt.

When booking a non-refundable penalty-type fare, please be aware that most airlines have increased their penalty fees. These fees range between \$50 to \$150 for domestic fares. The contracted state rates still do not have any penalties or restrictions. If you have any questions, please contact any of the State Travel agents.



Changes in the Travel Industry

Excerpt from article "Passenger Policies" originally published at www.delta.com/travel-agency/resource/delta_policies

Below are just a few important updates to acknowledge. If you have further questions regarding changes within the travel industry you may call or visit our website at www.finance.utah.gov/travel. Thank you!

Denise Francis, Christopherson Business Travel (CBT) Team Leader

Unaccompanied Minor Travel

Delta Airlines, Delta Connection or Delta's Joint Venture partner, AirFrance, now charge a \$100 fee – each direction – for transporting unaccompanied minors. Effective March 1, 2008, Delta will discontinue the acceptance of unaccompanied minor (UMNR) passengers on flights that are not operated by Delta Air Lines, Delta Connection or Delta's Joint Venture partner, Air France. This includes all other interline, codeshare and SkyTeam partners. This change is necessary to provide consistent and improved service to our customers. We are proactively contacting affected customers and rebooking reservations accordingly.

Highlights of the changes:

Children ages 5 through 7 may travel unaccompanied on non-stop flights only and may not connect to other airlines. Children ages 8 through 14 may travel unaccompanied on Delta's non-stop or connecting flights, but may not connect to other airlines with the exception of Delta Connection (excluding AA Eagle) and Air France.

Travelers speed through security in Salt Lake

Salt Lake City International Airport is trying to get travelers through security checkpoints faster. Travelers are being divided into three groups, depending on the number of carry-on bags, whether they're with kids and other factors. Transportation Security Administration Administrator Kip Hawley says the idea is to separate large groups or heavy packers from those who can move through the lines quickly. The TSA calls it the "Black Diamond Project," a reference to the most challenging ski runs.

Delta to add red tags to some luggage

(Source: ajc.com) Passengers of Delta Air Lines' international flights will soon be seeing lots of red tags. The Atlanta-based airline is issuing the red tags to keep track of approved carry-on luggage. Spokeswoman Betsy Talton says the purpose of the new plan is to maximize overhead compartment storage space for passengers.

Booking Business Travel via the Internet

Topaz International is a worldwide corporate travel solutions company that delivers unbiased information about the travel industry. In March, 2008 they published the following article:

Portland, Oregon – March 20, 2008 – For the past seven years Topaz International has conducted comparative studies of airfares between actual corporate travel management company booked itineraries and various public internet sites. By exactly replicating business trips on public booking sites, like Orbitz, Expedia, Travelocity, and airline direct websites, we are able to compare low fare performance. The results from 2007 found that business travel itineraries booked by a designated corporate travel management company averaged \$56 less than the exact same itinerary booked on a public internet site.





Denise Francis, CBT Team Leader

Word From Our Contracted Travel Agency

The State Travel Office has some new technologies available to our travelers. Via the State Travel web page, you can now utilize our online reservation request form. This is a great resource as it ensures that all necessary information is given to your agent which will expedite the reservation process.

Just go to www.finance.utah.gov/travel and click on the “Reservation Request Form” link.

CHRISTOPHERSON
BUSINESS TRAVEL

State of Utah - Send Travel Request to My Agent

STATE OF UTAH - SEND TRAVEL REQUEST TO MY AGENT

Thank you for using our web Reservation Request. Please have your reservation request to us by 3 p.m.

- Since our jobs require us to constantly be on the phone, it is difficult to get through without leaving voice mail.
- Reservation Requests made through this web form will produce a response via email to the requestor within 4 business hours. We will make every effort to answer all requests by the end of the day, but requests should be submitted by 3pm.

*****All fares are not guaranteed until confirmed*****

* indicates a required field.

Preferred Agent:

Contact Information

* First Name:

* Last Name:

* E-mail Address:

* Phone Number:

Traveler Information

Our contracted travel agency, Christopherson Business Travel, also has a new product available called AirPortal®. AirPortal® is an exclusive online travel management portal providing you access to conveniently manage your travel with a single login. At one location, you can access all of these features:

- * My Airtineraries™ - View every itinerary booked for you through the State Travel Office, and import those trips to your calendar.
- * My Unused Tickets powered by AirBank™ - Automated tracking of your unused tickets for future use.
- * My Travel Profile - Update your individual travel profile at anytime. Your travel profile information is always available.
- * My State of Utah Travel Office Contacts - Phone and email contact information for your travel agent including after-hours emergency numbers.
- * Send travel request to My Agent - Fill in the blank travel request form which is directed to your designated agent.
- * Company AirPortal® - Users approved to have this level of access may view all data and manage administrative features.

For more information or to sign up for AirPortal, please contact Tami Nelson at 538-3109 or Denise Francis at 538-3358.



Quarterly Travel Training Now Available

The State Travel Office is pleased to announce that training is now available to all individuals involved in the booking of travel for the state. Classes will be held quarterly and are designed to provide procedural guidelines for beginning as well as experienced travel planners. A thorough examination of policies and procedures related to the booking of business travel on behalf of State of Utah travelers will be covered. In addition, rules and regulations governing each general travel expense type will be discussed in depth. The intent of this class is to educate department personnel to comply with state travel policies and increase their efficiency in the management of their travel activities.



The first class will be held on Tuesday, June 10, 2008. Each class will be held in the State Office Building Auditorium. You may register for these classes by going to the State Travel web site at www.finance.utah.gov/travel and clicking on the “Travel Training” link.

For more information, you may visit our website or contact Tami Nelson at 538-3109.

New Agent in Travel Office

Katina Terry was born and raised in Pocatello Idaho. After graduating from high school, she attended travel school in Miami Beach Florida. Hard as it was to leave the warm weather and the beautiful beaches, she made her way back to Pocatello to start her travel career working at Horizon Air. She soon moved on to Murdock Travel where she worked as an agent for 12 years specializing in corporate travel. She is now delighted to join the Christopherson Business Travel team working with the State of Utah. She will be working from her office in Idaho, but her focus will be on meeting the needs of Utah travelers. (We will have her picture posted on the travel website shortly.) Katina is married with 3 boys, a 12-year old and a set of 7-year old twins. Sasha, the family dog completes the crazy bunch. Katina and her family love to spend time outdoors riding bikes, doing yard work and camping. They also love to dutch oven cook and have done some cooking at the yearly Sacajewea Heritage days dutch oven cook off in Salmon where her parents live. Of course, Katina loves to travel and has vacationed to several places throughout the US as well as indulging in a few cruises to Mexico. However, since they recently built a new home, the focus this summer will be getting a yard in. We are delighted to welcome Katina to the State Travel Office.



Who's Who in the State Travel Office

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HELP!

Emergency Line During Business Hours, 8am to 5pm, Monday through Friday

801-537-9124

In-State Toll Free During Business Hours, 8am to 5pm, Monday through Friday

866-489-9834

After Hours Emergency Hotline

800-358-1019

